

COMMISSION ON STATE MANDATES

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October 30, 2003

Mr. Keith B. Petersen
President
SixTen and Associates
5252 Balboa Avenue, Suite 807
San Diego, CA 92117

And Affected State Agencies and Interested Parties (See Enclosed Mailing List)

Re: **Proposed Parameters and Guidelines and Uniform Allowance**
Enrollment Fee Collection and Waivers, 99-TC-13, 00-TC-15
Education Code Section 73600, et. al.
Los Rios and Glendale Community Colleges, Claimants

Dear Mr. Petersen:

Completeness Review. The Commission on State Mandates reviewed the claimant's proposed parameters and guidelines, and deemed it to be complete and timely filed.

Review and Comments. All state agencies and interested parties in receipt of this letter are invited to comment on the proposed parameters and guidelines. Recommendations and comments must be submitted to the Commission by **November 14, 2003**. The claimant and interested parties may file rebuttals with the Commission by **December 1, 2003**.

The claimant, state agencies, and interested parties are required to submit an original and two (2) copies of written responses or rebuttals to the Commission and to simultaneously serve copies on the test claimant, state agencies, and interested parties on the mailing list.

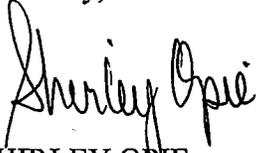
Uniform Allowance. During the hearing on these test claims, the Commission directed Commission staff and parties to closely review the costs of this program, and to develop a uniform allowance. In discussion with the claimant, the claimant agrees to develop the uniform allowance. The proposed uniform allowance will be distributed for comment once it is developed.

Mr. Keith B. Petersen
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Hearing. If requested, Commission staff will conduct a prehearing conference. A hearing on this matter will be set when the record closes.

Please contact Nancy Patton at (916) 323-8217 if you have any questions.

Sincerely,



SHIRLEY ORLE
Assistant Executive Director

Enclosure: Claimant's Proposed Parameters and Guidelines

j:mandates/1999/99tc13/psgs/completeltr

MAILED: _____
FAXED: _____
DATE: 10/30/03
INITIAL: VS
CHRON: _____
FILE: _____
WORKING BINDER: _____

SixTen and Associates

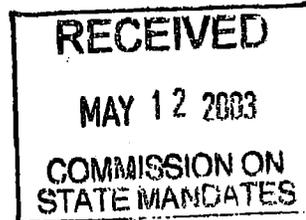
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May 9, 2003

Paula Higashi, Executive Director
Commission on State Mandates
980 Ninth Street, Suite 300
Sacramento, CA 95814



Re: 99-TC-13 Enrollment Fee Collection-Test Claim of Los Ros Community College
00-TC-15 Enrollment Fee Waiver-Test Claim of Glendale Community College
Education Code Section 76300, Title 5, CCR, Sections 58500-58508
Enrollment Fee Collection and Waivers

Dear Ms. Higashi:

Enclosed is the original and seven copies of the claimant's proposed parameters and guidelines for the above referenced test claim. All parts, except Part IV. Reimbursable Activities, generally defer to the Commission boilerplate which has recently been changing too often for a claimant to accurately provide language which would not be substantially altered by commission staff. If you wish me to attempt those parts, let me know.

I understand that the commission staff is responsible for including a unit cost allowance in the original parameters and guidelines. Since it is not possible for the claimants to prepare a cost study, circulate the questionnaires, and provide analyzed results within the 30 days allowed to prepare the claimants' proposed parameters and guidelines, we are unable to suggest a uniform cost allowance at this time.

However, the claimants support the use of a uniform cost allowance and will offer all the help they can to assist your staff in developing a unit cost allowance for these mandates. Please let me know how you wish to proceed.

Sincerely,

A handwritten signature in cursive script, appearing to read "Keith B. Petersen".

Keith B. Petersen

C: Jon Sharpe, Vice-Chancellor, Los Rios Community College District
Lawrence Serot, Vice-President, Glendale Community College District
Dr. Carol Berg, Consultant, Education Mandated Cost Network

Parameters and Guidelines Drafted By:
Keith B. Petersen, SixTen and Associates
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Voice: (858) 514-8605 Fax: (858) 514-8645

DATED 5/9/2003



**CLAIMANT'S PROPOSED
PARAMETERS AND GUIDELINES**

Education Code Sections 76300
Title 5, CCR, Section 58501
Title 5, CCR, Section 58502
Title 5, CCR, Section 58503
Title 5, CCR, Section 58611
Title 5, CCR, Section 58612
Title 5, CCR, Section 58613
Title 5, CCR, Section 58620
Title 5, CCR, Section 58630

Statutes of 1995, Chapter 308
Statutes of 1996, Chapter 63
Statutes of 1999, Chapter 72

CSM 99-TC-13 & 00-TC-15

ENROLLMENT FEE COLLECTION AND WAIVERS

I. SUMMARY OF THE MANDATE

Per Statement of Decision

II. ELIGIBLE CLAIMANTS

Community college districts which incur increased costs as a result of this mandate are eligible to claim reimbursement.

III. PERIOD OF REIMBURSEMENT

Per Statement of Decision and Commission boilerplate. Reimbursement begins July 1998, except for the enrollment fee waiver process, which begins July 1999.

IV. REIMBURSABLE ACTIVITIES

For each eligible claimant, the following activities are eligible for reimbursement:

1. Policies and Procedures

Prepare and update as necessary district policies and procedures for the collection of enrollment fees and the determination of which students are eligible for waiver of the enrollment fee, and for the implementation of the mandate.

2. Staff Training

Training district staff on the procedures for the collection of enrollment fees and determination of which students are eligible for waiver of the enrollment fee, and for the implementation of the mandate.

3. Enrollment Fee Collection

The entire process of collecting the student enrollment fee, except for nonresident and special part-time students (E.C. 76001). The process may be different for each district, but typically includes:

- Providing written notice to students of the prevailing enrollment fee payment requirements.
- Referencing student accounts and records to determine course workload, status of payments, and eligibility for fee waiver. Printing a list of enrolled courses.
- Calculating the total enrollment fee to be collected. Identifying method of payment. Collecting cash and making change as necessary. Processing credit card and other non-cash payment transactions. Preparing a receipt for payment received.
- Answering student's questions or referring them to the appropriate person for an answer.
- Updating written and computer records for the enrollment fee information and providing a copy to the student. Copying and filing enrollment fee documentation.

- Collecting delinquent enrollment fees, including written or telephonic collection notices to students, turning accounts over to collection agencies, or small claims court action.
- For students who establish fee waiver eligibility after the enrollment fee has been collected, providing a refund of enrollment fees paid and updating student and district records as required. (Refund process for change in program is not reimbursable).

The cost of this component is subject to an offset of two-percent of the total enrollment fees waived as a credit calculated by the State Chancellor, but, only to the extent that this revenue continues to be received by the district from the state.

4. Enrollment Fee Waiver (BOG, et al.)

(Beginning July 1999)

The entire process of determining eligibility for enrollment fee waivers as provided for by Education Code section 76300 (subdivision (g, h, i, j, k, and l) The process may be different for each district, but typically includes:

- Providing written notice to students of the prevailing enrollment fee waiver requirements and the forms required to apply for a waiver.
- Receiving of waiver applications from students by mail, fax, computer online access, or in person, or in the form of eligibility information processed by the financial aid office.
- Evaluating each application and verification documents (dependency status, household size and income, SSI and TANF/CalWorks, etc.) for compliance with eligibility standards utilizing information provided by the student, from the student financial aid records (e.g., FAFSA), and other records.
- In the case of an incomplete application or incomplete documentation, notify the student of the additional required information and how to obtain that information. Hold student application and documentation in suspense file until all information is received.
- In the case of an approved application, copy all documentation and file the information for further review or audit. Entering the approved application information into district records and /or notifying other personnel performing

other parts of the process (e.g., cashier's office). Providing the student with proof of eligibility or an award letter, and file paper documents in the annual file.

- In the case of a denied application, reviewing and evaluating additional information and documentation provided by the student when the denial is appealed by the student. Provide written notification to students of the results of the appeal or any change in eligibility status.

The cost of this component is subject to an offset calculated by the State Chancellor as seven percent of the total enrollment fees collected prior to FY 1999-2000, and thereafter, \$.91 per credit unit of enrollment fee waived, but only to the extent that this revenue continues to be received by the district from the state.

5. Record Retention

Recording and maintaining records which document all of the financial assistance provided to students for the payment or waiver of enrollment fees in a manner which will enable an independent determination of the district's certification of the need for financial assistance.

6. State Reporting

Preparing and submitting financial and management information data and reports to the state agencies at specified times each year regarding the type and number of waivers approved and amounts waived.

V. CLAIM PREPARATION AND SUBMISSION

Commission boilerplate for the rest of the document. Claimant will respond to current boilerplate when it is drafted into the document by the Commission staff.

Commission on State Mandates

Original List Date: 8/7/2000
Last Updated: 4/17/2003
List Print Date: 10/30/2003
Claim Number: 99-TC-13
Issue: Enrollment Fee Collection

Mailing Information: Other

Mailing List

Related Matter(s)

00-TC-15 Enrollment Fee Waivers

TO ALL PARTIES AND INTERESTED PARTIES:

Each commission mailing list is continuously updated as requests are received to include or remove any party or person on the mailing list. A current mailing list is provided with commission correspondence, and a copy of the current mailing list is available upon request at any time. Except as provided otherwise by commission rule, when a party or interested party files any written material with the commission concerning a claim, it shall simultaneously serve a copy of the written material on the parties and interested parties to the claim identified on the mailing list provided by the commission. (Cal. Code Regs., tit. 2, § 1181.2.)

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